

City of Burien, Washington



400 SW 152nd St., Suite 300
Burien, WA 98166

Phone (206) 241-4647
Fax (206) 248-5539

Employment Application

The City of Burien is an Equal Opportunity Employer. All employment practices shall be applied without regard to any individual's sex, race, color, creed, religion, national origin, pregnancy, age, marital status, honorably discharged veteran or military status, sexual orientation, genetic information, disability or any other basis prohibited by local, state or federal law.

POSITION APPLIED FOR	
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Thank you for your interest in the City of Burien as an employer. Only final candidates for posted openings will be contacted personally by the City.

GENERAL INFORMATION

Name (last, first, middle initial)	
Street Address	City, State, Zip
Phone No.	E-mail Address
Are you eligible to work in the United States? Proof of authorization will be required upon hire. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the essential functions of the job with or without accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives currently employed by the City of Burien? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name: _____ Relationship: _____	
How did you hear about the position for which you are applying? (Check one) ____ Friend or relative ____ City employee ____ Newspaper ad ____ City website ____ Which? _____ ____ Other Please specify _____ ____ AWC JobNet	
Do you have a valid Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Valid license from other State _____	
If position applied for involves driving, have you been convicted, pleaded no contention or paid a fine for any traffic violation within the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Position does not involve driving.	
Have you been convicted of a felony or served time in prison within the last ten (10) years? (Conviction will not necessarily bar you from employment. Each case is considered separately based on job duties and performance areas.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , explain:	

TRAINING AND EDUCATION

Circle the highest grade completed:	8	9	10	11	12	GED
Colleges/Other Training	Subject/Major	Degree/certificates	Date Completed			

ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying and your level of expertise.
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SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills		
Professional licenses		
Heavy equipment, machinery		
Other		

PROFESSIONAL REFERENCES List three references, in addition to the supervisors listed in the employment history section, who can responsibly evaluate your work performance.
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Name	Relationship	Phone

EMPLOYMENT HISTORY		
Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment, U.S. Military Service, and any non-paid experience related to the job for which you are applying. Attach separate sheets if necessary. <u>Resumes may be attached but will not be accepted as a substitute for completing this section.</u>		
Employer	Employed from	To
Address		
Supervisor's name & title	Supervisor's phone	
Position	Last salary	
Primary duties		
Hours worked/week	May we contact this employer?	
Reason for leaving		
Employer	Employed from	To
Address		
Supervisor's name & title	Supervisor's phone	
Position	Last salary	
Primary duties		
Hours worked/week	May we contact this employer?	
Reason for leaving		
Employer	Employed from	To
Address		
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Employer	Employed from	To
Address		
Supervisor's name & title	Supervisor's phone	
Position	Last salary	
Primary duties		
Hours worked/week	May we contact this employer?	
Reason for leaving		

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Burien, for dismissal. I authorize the City of Burien to solicit information regarding my character, general reputation, criminal record, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release the City of Burien from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is “at-will”, which means that either the City or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the City Manager, has any authority to alter the foregoing.

Applicant's signature _____ Date _____

In order to ensure equal employment opportunities, the City of Burien requests your voluntary cooperation in completing the following questions. Your answers will be treated as confidential and will not be considered part of your application. A copy of the City of Burien’s EEOP short form is available for review upon request.

Sex?

- ☐ Female
- ☐ Male
- ☐ I do not wish to disclose

Ethnic Group?

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Two or More Races
- ☐ I do not wish to disclose

Are you an individual with a disability?

- ☐ Yes
- ☐ No
- ☐ I do not wish to disclose